

MEMORANDUM FOR: Deputy Director for Intelligence  
Deputy Director for Plans  
Deputy Director for Science and Technology  
Deputy Director for Support  
General Counsel  
Inspector General

SUBJECT : Special Functions to be Hosted by the DCI  
or DDCI

This memorandum transmits guidelines for arranging  
special luncheons or dinners to be hosted by the DCI or DDCI.

L. K. White  
Executive Director - Comptroller

Attachment

UNCLASSIFIED		CONFIDENTIAL		SECRET	
<b>CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP</b>					
TO	NAME AND ADDRESS		DATE	INITIALS	
1	<div style="border: 1px solid black; width: 150px; height: 1.2em; display: inline-block;"></div> SPA-DD/S 7D-10 Headquarters				
2					
3					
4					
5					
6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
<b>Remarks:</b>  As you requested, attached is latest Profit and Loss Statement for the Executive Dining Room Fund. FYI, this statement is prepared every four weeks.  <div style="border: 1px solid black; width: 150px; height: 30px; margin: 10px auto;"></div> AC/LSD/OL					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.				DATE	
OL/LSD, 2E 24 Headquarters Bldg. UNCLASSIFIED				11/15/66 SECRET	

Director's Executive Dining Room Fund  
Statement of Profit and Loss  
26 September - 21 October 1966

REVENUE:

Meals Served	\$2,054.30	
Coffee Income	157.35	
Special Parties	549.35	
Correction - 21 Sept. 66	<u>4.00</u>	
TOTAL INCOME . . . . .		\$2,765.00

COST OF SALES:

Beginning Inventory	\$ 998.45	
Purchases:		
Meat and Fish	1,113.93	
Other Foods	1,028.97	
Liquor	140.81	
Ending Inventory	( <u>884.88</u> )	
TOTAL COST OF SALES . . . . .		<u>2,397.88</u>

GROSS PROFIT \$ 367.12

Other Expenses:		
Laundry	\$ 137.92	
Flowers	---	
Labor (G. S. I.)	88.80	
Miscellaneous	<u>1.03</u>	
Total Other Expenses		<u>227.75</u>

NET PROFIT . . . . . \$ 139.37

**Director's Executive Dining Room Fund  
Balance Sheet  
21 October 1966**

**ASSETS:**

Cash On Hand	\$ 50.7
Credit Union	1,708.9
Accounts Receivable	3,287.4
Inventory	884.3
<b>TOTAL ASSETS . . . . .</b>	<b><u>\$5,931.34</u></b>

**LIABILITIES & NET WORK:**

Accounts Payable	\$1,462.0
Membership Deposits	3,670.0
Fund Deficit - 4 July 66	( 27.44 )
Profit and (Loss)	
4 July - 29 July 66	\$210.14
1 Aug - 26 Aug 66	361.81
29 Aug - 23 Sept 66	115.45
26 Sept - 21 Oct 66	<u>139.37</u>
<b>TOTAL LIABILITIES &amp; NET WORK . . . . .</b>	<b><u>\$5,931.34</u></b>

By: [redacted]  
 Date: [redacted]

	26-30 Sept.	1-7 Oct.	10-14 Oct.	17 Oct. 1966				
Steak	62	37	60	43	"	202	"	\$ 143.40
Regular	104	132	122	130	"	488	"	732.00
Light Lunch	107	123	126	145	"	501	"	475.95
Lo Cal	37	44	30	50	"	169	"	126.75
Soup	146	131	147	147	"	571	"	142.75
Dessert	91	55	70	40	"	256	"	51.20
Milk	23	17	41	24	"	105	"	10.50
Chef Special	16(\$1.10)	---	21(\$1.00)	---	"	72	"	73.60
	19(\$1.00)	---	16(\$1.00)	---	"	72	"	73.60
Breakfast	13	---	---	1	"	14	"	18.90
Others	(8)\$26.70	(7)\$19.35	(9)\$22.70	(4)\$10.50	"	28	"	79.25
								<u>\$2,054.30</u>

## SPECIALS:

26 September 66 - \$123.25  
 6 October 66 - 32.00 Luncheon  
 10 October 66 - 91.00  
 13 October 66 - 91.40  
 19 October 66 - 189.90  
 21 October 66 - 21.00 Luncheon

549.35

\$2,603.65